



APPLICATION FOR RECORDS RETENTION SCHEDULE

860227-09

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Transportation #271 Capitol Square Atlanta, GA. 30334 Office of Public Transportation	Application Number	86-3
Application Number		Date Received FEB 27 1986	Date Completed MAR 25 1986
2. Person to Contact Loraine Vance		Working Title Transportation Planner TWO	Telephone Number 656-6000
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1979		5. Records Series Title (followed by title used in office, if different) Rural Transportation Monthly Reporting Forms	
Latest To date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Bureau of Public Transportation's function is to administer on-going public transportation programs provided under the Urban Mass Transportation Act of 1964 and funding and administrative assistance in the Light Density rail rehabilitation program. The Rural Transportation Monthly Reporting Forms are used in the Planning Unit of the Bureau of Public Transportation. The Planning Unit is responsible for all Federal Transportation Grants.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Included are: Section 18 and 16B2 Programs. Section 18 program provides general purpose public transportation in rural areas. The 16B2 Program provides public transportation services to elderly and handicapped citizens both programs are funded by Federal, State and local funding, eg. 80% Federal, 10% State and 10% Local. Monthly reporting forms File is arranged: By County			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1</u> cu. Ft. yearly			

X		If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? In Cities, Counties, and Agencies under the 16B2 and 18 Program
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ 3 _____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ 3 _____ years.	f. Federal retention instructions	_____ 4 _____ years.

Administrative need; as long as the vehicle is operating DOT has to send The Federal Government a Semi-Annual report which is created from these documents. Attach copy or excerpt of laws or regulations. Explain administrative need.

FHPM Volume 1 Chapter 6 Section 2 : Federal Law requires project related cost accounting records must be retained 3 years after the fiscal or calendar year in which the file was created.

Urban Mass Transportation Administration: UMTAC 9040.1A -4years or 100,000 miles

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.

☒ Other (Specify) SOURCE DOCUMENT: Cut off file monthly; then enter in computer, then destroy paper copy.

COMPUTER PRINTOUT: Cut off file at end of every month and hold in current file area until the end of calendar year then destroy.

COMPUTOR TAPE: Hold in the Department of Transportation's Computor Tape Library for 4 years to meet the Administrative and Auditors need; then erase tape

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	2-25-1986	Martha B. Beck	2/20/86
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	3/11/86
		Secretary of State/Designee	2/25/86
		Attorney General/Designee	3/11/86